

Cash Flow Management (6 hours)

The focus of this class is the detailed planning and timing of county expenditures and expected deposits. Emphasis is placed on the additional efficiencies and interest earnings that may be acquired as a result of careful planning by everyone in county government. The course data and case studies presented are drawn from actual county experiences.

Credit Hours count toward:

County Clerk Advanced II Certification

County Commissioner Advanced I and II Certification/Accreditation discretionary course

County Treasurer Advanced I Certification

Testimonials from Participants:

- “Excellent class - I knew nothing about investments coming into the class and I learned a lot.”
- “I really learned from group participation. This class was very interesting to me.”
- “Well executed and presented and informative class.”
- “Our County Treasurer makes most of the investment decisions. However, it was nice seeing how the process works - Enjoyed learning this information.”

Course Outline

I. Share Questionnaire

- A. Questions & Answers of Practices of Attending Counties
- B. Practices of Other Counties Around the State

II. Cash Flow Management Defined

III. The Seven Cash Flow Management Activities

- A. Receipt and Deposit
- B. Custodial Functions
- C. Disbursement of Funds
- D. Relationships with Banks & Other Financial Institutions
- E. Investment Program
- F. Cash Budgeting and Forecasting
- G. Short-term Borrowing

IV. Selecting Investment Options

V. Cash Flow Management Case Study

VI. Game – Teams Compete for Best Management

VI. Appendices

- A. Investment Policy, Garfield County
- B. Investment Policy, Tulsa County
- C. Investment Policy, Oklahoma County